

# RYDES HILL PREPARATORY SCHOOL & NURSERY

## C22 – PRAYER AND LITURGY POLICY



**RYDES HILL**

PREPARATORY SCHOOL & NURSERY

### CHILDREN'S MISSION STATEMENT

*Think deeply, live wisely, love generously*

### MISSION STATEMENT

- ❖ Rydes Hill Preparatory School and Nursery is a Catholic school where children learn how to live in loving relationship with God and each other.
- ❖ Christian virtues of love and justice, faith and courage, hope and perseverance are fostered.
- ❖ Pupils and staff comprise individuals of different faiths and beliefs but the Rydes Hill community aspires to unity within the life of the school based on shared moral values.
- ❖ The importance placed on the development of individual talents is at the heart of what school stands for and all are encouraged and challenged to be the best they can be.

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## Revision History

Revision	Paragraph Number	Revision
December 2019		New
April 2024		Updated

## Terms, Abbreviations, Acronyms and Definitions

Term, Abbreviation / Acronym	Definition
EYFS	Early Years Framework Setting
RE	Religious Education
SLT	Senior Leadership Team (consists of Headmistress, Deputy Head (Academic), Deputy Head (Pastoral), Head of Early Years and Bursar

## Aim / Objective / Statement of Intent

This policy applies to the whole school including EYFS.

1. We believe that Collective Worship at Rydes Hill School aims to provide an opportunity for all pupils and staff to do the following: contemplate something of the mystery of God; reflect on spiritual & moral issues; explore their own beliefs; respond to & celebrate life; experience a sense of belonging & develop community spirit; develop a common ethos & shared values; develop the skills of reverence; contemplation; reflection; interpretation; empathy; meditation.
2. It is also an opportunity for all to enrich their religious experience; to grow in liturgical understanding; to reinforce prayers which are part of the Catholic tradition; to reinforce positive attitudes; to develop a sense of awe, wonder and inspiration in the person of Christ.
3. 'The celebration of Catholic liturgies and prayers as an integral part of the learning and teaching should enable the school community to become reflective, experience the presence of God and should develop a mature spiritual life.' (Marcus Stock (2012), Christ at the Centre, Catholic Truth Society, 23.)

## Legal Requirements

4. We acknowledge the legal requirement (Education Reform Act 1988) that there must be a daily act of worship ([prayer and liturgy]) for all pupils. that is in accordance with the rites, practices, disciplines, and liturgical norms of the Catholic Church (School Standards and Framework Act 1998, schedule 20; instrument of Government, clause 2). This can take place at any time during the School day and can be either a single act of worship for all pupils, or separate acts of worship in school groups. We understand that simply holding an assembly that includes a prayer, said either by the teacher or everyone present, does not fulfil this requirement. We also acknowledge that collective worship and assembly are distinct activities. They may sometimes form part of the same gathering, but the difference between the two will always be made clear. The school's provision for prayer and liturgy will fulfil pupils' entitlement to experience the range of liturgical treasures of the Church, including a shared repertoire of prayers and liturgical music with which pupils in the school will be familiar. Prayer and Liturgy are not designated curriculum time under regulations and will not be subsumed under any part of the curriculum, including religious education. We support the right of parents to withdraw their child from any part of Collective Worship.

## Responsibility

### (a) Governance

The governors, as guardians of the Catholic school's life and mission, have a responsibility to ensure that:

- prayer and liturgy are central to the Catholic life of the school and therefore are in line with the guidance set out by the Prayer and Liturgy Directory
- there is a named person(s) who is responsible for prayer and liturgy in the school (the Prayer and Liturgy Coordinator)
- the prayer and liturgy policy is updated regularly and shared with all stakeholders
- there is a budget for prayer and liturgy that reflects its centrality to the life of a Catholic school.

### (b) Headteacher

The headteacher, as the spiritual leader of the school as a Catholic community, ensures that:

- prayer and liturgy are central to the Catholic life of the school and therefore are in line with the guidance set out by the Prayer and Liturgy Directory
- they work in partnership with the leader(s) for prayer and liturgy
- those responsible for prayer and liturgy in the school have been given appropriate training and formation to ensure that all guidance is followed and adhered to
- there are suitable resources for prayer and liturgy in the school.

### (c) Prayer and Liturgy Coordinator

Those responsible for prayer and liturgy ensure that:

- prayer and liturgy are central to the Catholic life of the school and therefore are in line with the guidance set out by the Prayer and Liturgy Directory
- there is an Annual Plan of Provision for prayer and liturgy across the school year which identifies liturgical seasons and key celebrations, as well as opportunities for the celebration of the Sacraments
- there is daily planned prayer for all pupils, appropriate to age and ability, as outlined in the Prayer and Liturgy Directory
- pupils are supported in their liturgical formation to take an active role in the planning, preparation, and delivery of prayer and liturgy according to their age and capacity, and in a manner which facilitates their progressive participation
- resources to support the planning of prayer and liturgy are appropriate and readily available to staff and pupils
- induction on prayer and liturgy takes place for new members of staff as required
- staff have access to effective training and formation opportunities
- monitoring and evaluation of prayer and liturgy take place regularly and feed back into planning for future liturgies
- monitoring of prayer and liturgy is reported to the headteacher and governing body to support whole-school development and the Catholic life of the school
- there is collaboration with local clergy and parishes
- liaison with the Diocesan Advisory Service and others is maintained to ensure they keep updated with best practice.

## **The Nature of Prayer and Liturgy**

5. In keeping with our Mission Statements above, we believe that Prayer and Liturgy in a Catholic School should be focused on giving glory, honour, praise and thanks to God. It is our loving response, in word and action, to God's invitation to enter into relationship, made possible through the work of Jesus Christ and the witness of the Holy Spirit.

## **The Place of Prayer and Liturgy in the life of our School**

6. Prayer is fundamental to any relationship with God as the on-going conversation that nourishes and sustains it. The Catechism of the Catholic Church offers many examples of both individual and collective liturgical prayer; likewise, in school, a daily act of worship for all pupils can take different forms – at any time of the school day, as a single act for all pupils in a Key Stage, or separate acts in smaller class or year groups. Prayer and Liturgy and assembly are distinct activities, though they may sometimes form part of the same gathering.
  - We endorse the view that Prayer and Liturgy takes into account the religious and educational needs of all who share in it:
  - Those who form part of the worshipping community in Church
  - Those for whom school may be their first and only experience of Church
  - Those from other Christian traditions – or none
  - Those from other Faith backgrounds
7. It will be an educational activity or experience to which all can contribute and from which all can gain. It is an integral part of school life and central to the Catholic ethos of our School.

## **Prayers**

8. Prayers will be said during daily morning registration, before lunch and at the end of the School day; weekly staff briefings; termly Staff INSET meetings; weekly Senior Leadership Meetings; regular Governors' Committee meetings; at the start of other formal school events e.g. Prize Giving.

## **Assemblies**

9. During the course of a normal school year, each child from Kindergarten Year to Form One will have the opportunity to prepare and deliver an Assembly. Parents from the class are invited to attend.

## Eucharist

10. The whole school community is able to celebrate Mass in St. Mary's Church at which one of the priests from the Guildford parish team presides. Eucharist celebrations take place at the beginning and end of each term for all pupils. We celebrate Holy Days of Obligation and special Feast Days e.g. Founder's Day which is St. Patrick's Day on 19<sup>th</sup> March. We have a Mass for Advent and for Lent. Other special occasions are celebrated e.g. all in Lower Preparatory or above who have made their First Holy Communion are invited to attend a celebratory Mass in their First Communion Dresses. Parents are invited and the children are presented with a gift by the Headmistress.
11. Each form in the Preparatory Department has Mass celebrated in the classroom to which parents are invited.

## Planning & Delivery of Collective Worship

12. Monday's Whole School Assembly Is a Celebration of the Word, led by the Headmistress or a member of the Senior Leadership Team, and is planned following a weekly theme based on the previous Sunday's Gospel reading.
13. We hold 'Sing Praise' a Prayer and Worship session with each Key Stage separately where we respond to scripture in song led by the Head of Music and Head of RE.
14. On Fridays, Prayer in thanksgiving forms part of our celebration of achievement assembly.
15. Class teachers lead Prayer time with their class once a week using the reading of the day and finding ways to respond with their class either through role play, song, meditation or petitionary prayer. If necessary a (baptised )child can be given the responsibility for the Reading of Scripture
16. Classes also work together to prepare and participate in Prayer and Liturgy. They choose the themes either based on the liturgical season, a response to world or national events, or reflecting the work the children have done in RE or Life Skills lessons. Lower Preparatory and Upper Transition children gather together for prayer as do Middle Preparatory and Higher Preparatory with the Chaplaincy Team members being responsible for preparation and planning.
17. The format for Celebration of the Word in our School is:
  - **Gather** – how we come together, the setting, the environment (quiet reflective music, lighted candles, icons etc.)
  - **Proclaim** – every liturgy will centre on at least one text from the Bible, with the reading of the day being the first source. The Word of God will be proclaimed from a Bible or lectionary.

- **Respond** – The response to the Word may lead into a time of ritual action or communal prayer. The ritual action may vary (dance, music, drama, art, poetry etc.) We place our needs before God (petitionary prayers)
- **Go Forth** – Giving the children something to hold on to from the experience of the liturgy that they can take into their daily lives.

## Recording

18. Prayer and Liturgy is recorded:

- On a liturgy planner to keep note of themes, leaders, pupil groupings and resources
- Through displays, prayers, collections of pupil's contributions, photographs, etc.

## Timetable for Collective Worship

Year Group	Nursery	Kindy	Lower Trans	Upper Trans	Lower Prep	Middle Prep	Higher Prep	Form One
Monday		Whole School Celebration of the Word led by Mrs Norville						
Tuesday		Sing Praise led by Mrs Flude and Mrs Hudson		Prayer		Prayer		Collective Worship
Wednesday		Prayer	Shared Prayer/ Celebration of the Word		Prayer	Prayer	Prayer	Prayer
Thursday		Collective Worship	Collective Worship	Sing Praise led by Mrs Flude				
Friday		Celebration Assembly led by Mrs Norville or a member of SLT						

## Resources

Prayer and liturgy are central to the school's understanding of itself as a Catholic school, and this is reflected in the annual budget allocation and available resources, including staff time, chaplaincy provision, and dedicated spaces for prayer and liturgy. The Catholic character of the school is reflected in religious artefacts and images on display throughout the building. Dedicated spaces for prayer and liturgy will be furnished and maintained as such, and



updated to reflect the Church's liturgical season. Staff training and formation costs will be funded separately to ensure that all staff are able to fulfil their responsibility to contribute to the prayer and liturgical life of the school.

19. Children's Bibles and prayer table resources are kept in each class including cloths in the colours of the Liturgical Year; a variety of objects and artefacts. Each class will have folders containing resources for the four parts of the collective worship act. Resources are kept in the RE cupboard in the Resources Room. Posters, books and religious artefacts are also kept in the RE cupboard.

20. The Head of RE is always ready and happy to assist with any others that may be required for a particular reason.

## **Training**

21 All new staff will be supported during induction and beyond, so that they fully understand the responsibility they carry within their individual role for leading prayer and liturgy in the school. Any individual training needs will be identified and addressed through training and formation. There will also be the opportunity for whole-staff professional development at least once a year, so that all staff understand the importance of prayer and liturgy and relevant staff are well supported to lead as required.

## **Monitoring & Evaluation**

The School's provision of Prayer and Liturgy is evaluated each year by the Governors and involve all key stakeholders: pupils, parents, staff, clergy, and governors.

22 to consider whether it meets the needs of all pupils, and whether pupils are making progress in acquiring skills and abilities in organising and leading Prayer and Celebration of the Word. Areas for development will be identified and issues raised will be actioned and evidenced as appropriate

## **Voluntary Worship and Retreats**

23 Children are given a number of opportunities to participate voluntarily in worship. During Lent, each class is invited to share in prayer groups held in the Library. Children are also invited to participate in Stations of the Cross which have been prepared as part of Forest School Sessions.

24 During the month of May, children are invited to offer prayers of intercession to Our Lady by joining the Rosary Club on Our Lady's Lawn.

- 25 We also participate in Deanery Retreat Day with local Catholic Schools and our Higher Preparatory girls attend a retreat at Farnborough Hill.
- 26 Representatives for the School from pupils and staff attend the Good Shepherd Diocesan Gathering each year.

### **Special Educational Needs**

- 27 It is the responsibility of each Form teacher to ensure that every child can participate in acts of Prayer and Celebration of the Word to the best of their ability. Further information is available in our P19 (ISI 17a) Disability, Inclusion, SEN & Learning Support Policy.

### **The role of the Co-ordinator for Prayer and Liturgy**

- 28 The Head of RE is the co-ordinator for Prayer and Liturgy, and is responsible for helping the Head to formulate a written policy for Prayer and Liturgy; for ensuring that there is a development plan for Prayer and Liturgy; for ensuring Prayer and Liturgy is appropriate to the age, aptitudes and family backgrounds of the pupils; to ensure that Prayer and Liturgy takes account of the religious and educational needs of all who share in it; to organise themes for Prayer.
- 29 The Head of RE also communicates to members of the School Community the significance and contents of Prayer and Liturgy; attends appropriate INSET and reports back to staff; reports annually to the Governors regarding matters of concern and development; acts as a consultant to colleagues; encourages positive attitudes towards Prayer and Liturgy; informs newly appointed colleagues of School Policy towards Prayer and Liturgy; communicates with parents and the parish where appropriate; liaises with the parish priest; liaises with other Chaplains and School Co-ordinators; liaises with the Diocesan RE Centre and St. Philip Howard Centre; evaluates existing resources and purchases new ones when required.

### **Provision of Information**

- 30 This policy is made available to all school staff via the internal school network and to pupils, parents and any other interested party via the school website.